



MILAN S PUTHRAN

Accounting / Customer Service



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OBJECTIVE

Seeking a career-oriented position with a multinational or professionally managed organization, where my education and experience is best utilized for dedicated corporate development.

A position where I can utilize my professional skills and expertise required along with a personal and professional growth.

PERSONAL SKILLS

- Excellent written and communication skills.
- Very good interpersonal, analytical and organizational skills.
- Counselor and a patient listener
- Excellent ability to plan ahead and manage time effectively.
- Self-motivated and ability to achieve results in time.
- Willingness to learn from others and from daily experience.
- Creating an environment that rewards collaboration, mutual support and achievement of goals within the teams.
- Good in handling high pressure situation

POSITIONS OF RESPONSIBILITY

1. Technical support assistant (2017)

2. Canfest- National Level Inter-Collegiate U.G fest

- Event Head, Entrepreneur (2020)
- Event Manager, Entrepreneur (2019)
- Event Manager, Entrepreneur (2018)

PERSONAL DETAILS

DOB: 18/01/1999
Nationality: Indian
Marital Status: Single

QUALIFICATIONS

Bachelor of commerce
Major in Accounts
Canara College, Mangalore University
India
2017-2020

COMPUTER SKILLS

- MS Office
- Adobe Photoshop
- Website development
- Basic video editing

LANGUAGES

- English
- Hindi
- Kannada
- Tulu

ACHIEVEMENTS

- Successfully led and conducted fests and events in college 2018-2020.
- Trained juniors on how to take up responsibility and how to fight stage fear.
- I have also participated in national level fest held in St.Aloysius College Mangalore and secured 2nd place in the Entrepreneur event.
- I have also participated in inter college fest held in Canara College and secured second place in Public Relations event.

DETAILS

CURRENT ADDRESS:

Building NO.12 Sheikh Colony, Al Qusais, Near Dafza Metro Station.

DUBAI- UAE

PASSPORT NO: N5646484

(Valid till 2025)

VISA STATUS: ON VISIT VISA

ABILITIES

- Ability to work flexible hours.
- Excellent interpersonal and coordination skills
- Good at leadership and team management.
- Hardworking, perseverance in work related problem, punctual and enthusiastic.

EXPERIENCE

Diya Systems Pvt. Ltd.

Designation: Technical Support Assistant

Duration: 2017-2018

Responsibilities:

- Handle and resolve customer complaints
- Authenticating the customer
- Identifying and escalation of Issues
- Multitasking (handling 3 customers at same time)
- Responding to all calls/chats in a professional manner.
- Notify customer of any delays by the technical team
- Pitch sale of products that may assist the customer with day-to-day operation

HOBBIES



DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief and that I have not withheld any information that might affect my suitability for employment.